

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services

DATE: 7 February 1951

FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operations by the Building Maintenance and Utilities Division during the month of January, 1951.

## Volume:

A. 1. Requests for services on hand prior to January 1	20
2. Requests on hand two months old or older	None
3. Requests for services on hand 31 January	46
B. Requests for services received in writing during January	190
C. Telephone calls received during January	2800
D. 1. Number of quarterly work orders written	1
2. Orders submitted to GSA charged to quarterly encumbrance.	131
3. January allotment of quarterly encumbrance for alterations and renovations \$8,016.00	
3. Special orders submitted to GSA not charged to quarterly encumbrance.	10
a. Renovations (251-165) \$5700.00	
b. Renovations (Other) 1885.00	
c. Hot Plates 15.00	
Total \$7600.00	
4. Orders submitted to GSA nonreimbursable (written and verbal)	343
5. Routine inter-office memorandums and inter-agency letters.	53
E. Moving report to be forwarded later.	
F. Protective Services (GSA Guard Posts)	
1. Reimbursable Posts	137
2. Non-reimbursable Posts	31
3. January allotment of quarterly encumbrance	\$45,100.
G. Monies paid to GSA during the month of January for services rendered during the month of October.	
1. GSA Guards	\$42,856.77
2. GSA Laborers and Turcks	2,233.32 ✓
3. Alterations and Installations	19,373.43 ✓
4. Hot Plates	86.23
Total	\$64,549.75

H. Space acquired ---- None  
 Space released ---- None